



eDangerous Cargo Free Zone (eDCFZ)

eDCFZ User Manual for Administrator Module

Prepared by Dagang Net Technologies
Version 1.0

Updated: 21 May 2013

Table of Content

Section 1.	Introduction.....	4
1.1.	What is eDCFZ?	4
1.2.	How Does eDCFZ Benefit Me?.....	4
1.3.	Requirements To Use eDCFZ	4
1.4.	Who Should Read This Publication?	5
1.5.	About This Publication	5
1.6.	eDCFZ Publications.....	5
1.7.	Support Information	6
1.8.	References.....	6
1.9.	Inquiries	6
Section 2.	Getting Started With eDCFZ.....	7
2.1.	Log in	7
2.2.	Password Recovery	10
2.3.	Log Out	12
2.4.	Search.....	13
Section 3.	Maintenance	14
3.1.	Maintenance	14
3.1.1.	Agent.....	15
3.1.2.	Alert.....	20
3.1.3.	Audit Trail.....	21
3.1.4.	Announcement.....	22
3.1.5.	Change Password.....	23
3.1.6.	Country	24
3.1.7.	DC Response Code	25
3.1.8.	DC Supporting Document	26
3.1.9.	FZ Response Code.....	27
3.1.10.	FZ Supporting Document.....	28
3.1.11.	IMO Class	29
3.1.12.	Reference Master	30
3.1.13.	OGA.....	31
3.1.14.	OGA Permit DC	32
3.1.15.	OGA Permit FZ	33
3.1.16.	Package Type.....	34
3.1.17.	Packing Group	35
3.1.18.	Port	36
3.1.19.	Port Operator	37







3.1.20.	Renewal Date	38
3.1.21.	Tariff Code	39
3.1.22.	Unit of Measurement	40
3.1.23.	User	41
3.1.24.	Vessel	42
3.1.25.	Zb4 Permit	43
3.2.	Reports	44
Section 4.	Agent Registration Approval	47
4.1.	Verify Agent Registration	47
4.2.	Approve Agent Registration	48

Section 1. Introduction

1.1. What is eDCFZ?




The eDCFZ system is to enable the Free Zone Authority and the Department of Dangerous Goods to improve the processing and approval of the Free Zone and Dangerous Goods applications within the Port Klang Free Zone via a web portal. The main function of this system is to facilitate the processing of documents of Dangerous Goods and Free Zone. Implementation of eDCFZ will help streamline the trading process in line with the vision of the Port Klang Free Zone Authority and in the anticipation of the government's vision of improving the ease of doing business in Malaysia.

1.2. How Does eDCFZ Benefit Me?

-  Improve the processing and clearance time of cargo. Enable the Port Users information transparency for cargo movement in the port.
-  Preparation of documents accurately and correctly and on time.
-  Regulate documents and trading practices.
-  Reduce manual processes, paper usage, transit time and costs.
-  Facilitate data sharing with agencies, ports and other government agencies involved.
-  Facilitate communication with trading partners through the National Single Window (NSW) and other systems.

1.3. Requirements To Use eDCFZ

eDCFZ is a web based application. Therefore, there is no installation required. All that is needed are:

-  User is registered with Dagang Net eDCFZ services.
-  Personal Computer / Laptop / Notebook installed with web browsers as follows:
 - Internet Explorer version 8 and above
 - Chrome version 10 and above
-  Internet Connection

1.4. Who Should Read This Publication?

This publication (or topic collection) is intended eDCFZ.

1. **Agent Registration Module**

Enabling agents to register online via eDCFZ Portal. Agents are able to view their application status as well upload supporting document if requested by Port Kelang Authority (PKA).

2. **Administrator Module**

Enable the PKA administrator to maintain master data for eDCFZ application

3. **Dangerous Cargo Module**

Enable the Dangerous Goods Department users to perform backend approval for Dangerous Cargo declaration.

4. **Free Zone Module**

Enable the Free Zone Department users to perform backend approval for Free Zone declaration.

5. **Other Government Agencies (OGA's) Module**

Enable the OGA's to provide permit endorsement for Dangerous Cargo and Free Zone Declarations.

6. **Port Operator Module**

Enable the Port Operator to view the declaration status and release the cargo based on the status.

7. **Report Module**

Enable the PKA officers to generate transaction reports

1.5. About This Publication

This publication documents is to provide overview on how Admin manage maintenance view for eDangerous Cargo Free Zone (eDCFZ) and deeper understand eDCFZ System with step by step help.

1.6. eDCFZ Publications

Get the right publications based on your eDCFZ service subscription by referring to the table 1.

Publication Title

eDCFZ User Manual For Administrator

eDCFZ User Manual For Agent

eDCFZ User Manual For Free Zone

eDCFZ User Manual For Declaration Cargo

ePe eDCFZ User Manual For Report

1.7. Support Information

Should there are any issues arise from using eDCFZ, please contact Dagang Net's Careline;



Call Us **1300 133 133**



Email Us **careline@dagangnet.com**

1.8. References

None

1.9. Inquiries

If you have questions or comments regarding this document, please contact:

Name: Saraswathi Sandren

Position: System Analyst

Department: Technology Division


Email: saraswathi@dagangnet.com

Section 2. Getting Started With eDCFZ

2.1. Log in

Before logging in, you must ensure that you have the correct username and password.

 You may login via <https://edcfz.pka.gov.my>

 eDCFZ is supported by Internet Explorer 6 or higher.

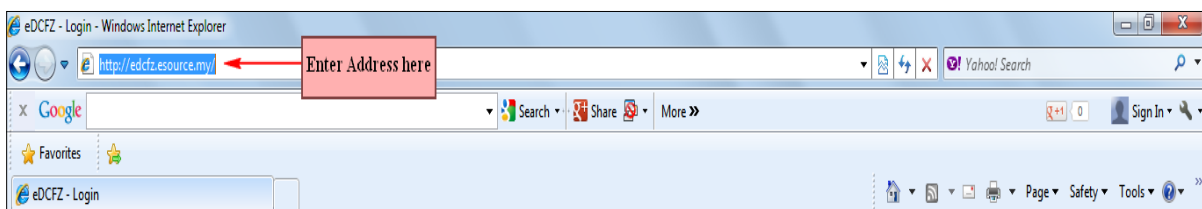
To login, please follow the steps below:

Step 1 Launch Internet Explorer Browser



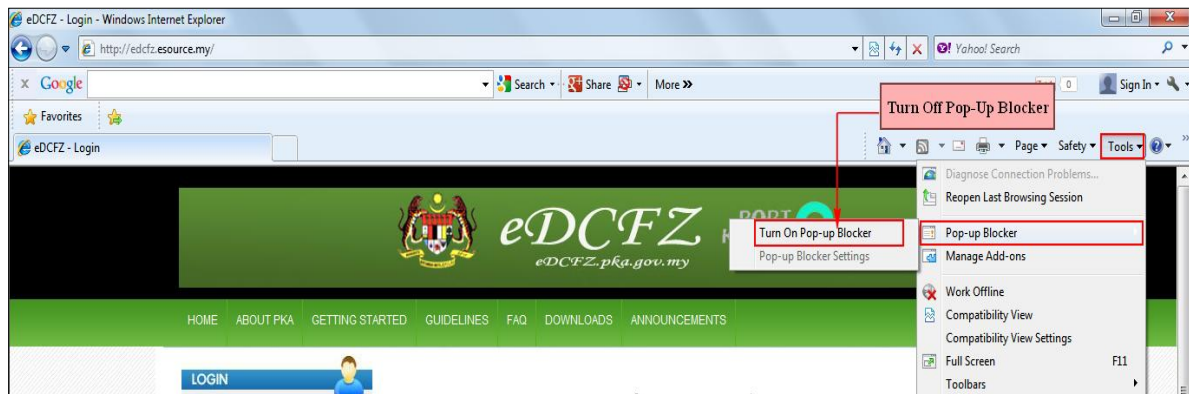
1. In your PC desktop, double click the Internet Explorer (IE) to launch it.
- 2.

Step 2 Enter URL (Uniform Resource Locator) At Address Bar



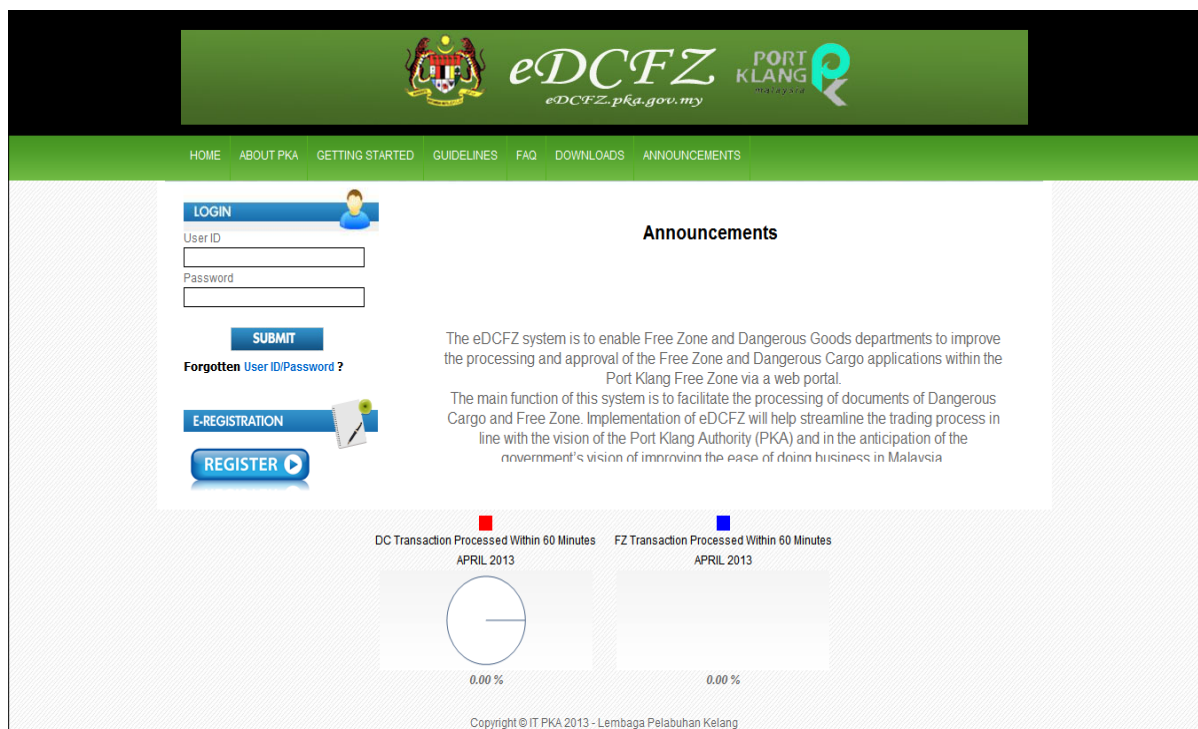
1. In Internet Explorer, go to address bar.
2. Enter: <https://edcfz.pka.gov.my>

Step 3 Disabling Pop up Blocker

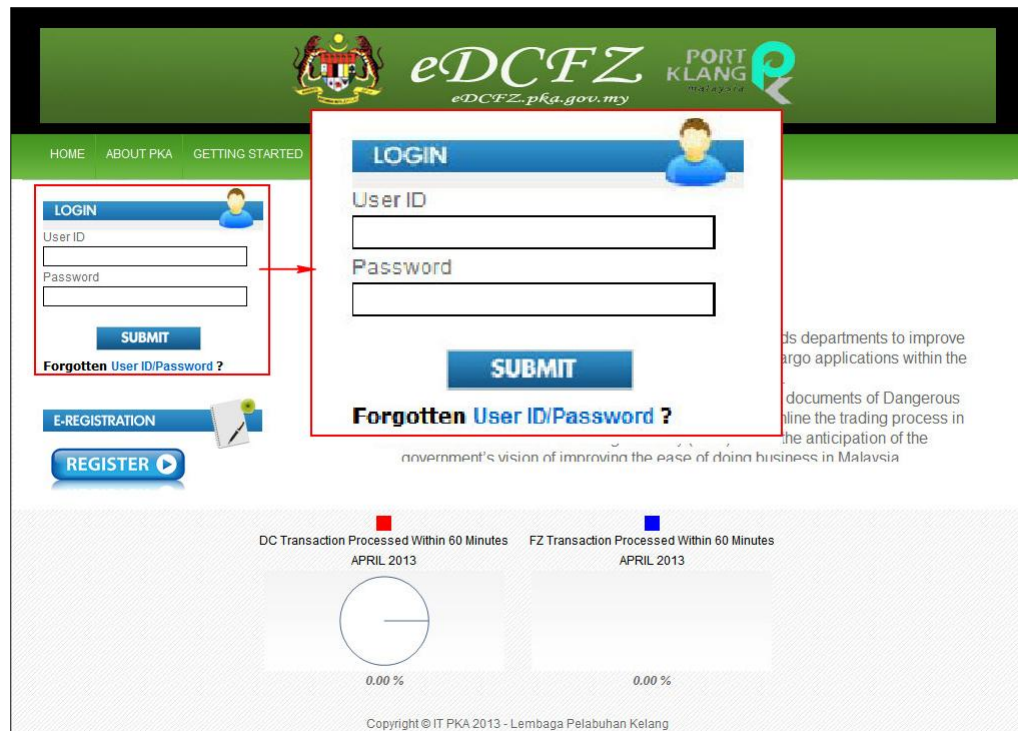


1. From the toolbar, select Tools > Pop-up Blocker > Turn off Pop-up Blocker to disable the Pop-up Blocker.

Step 4 eDangerous Cargo Free Zone (eDCFZ) Front Page

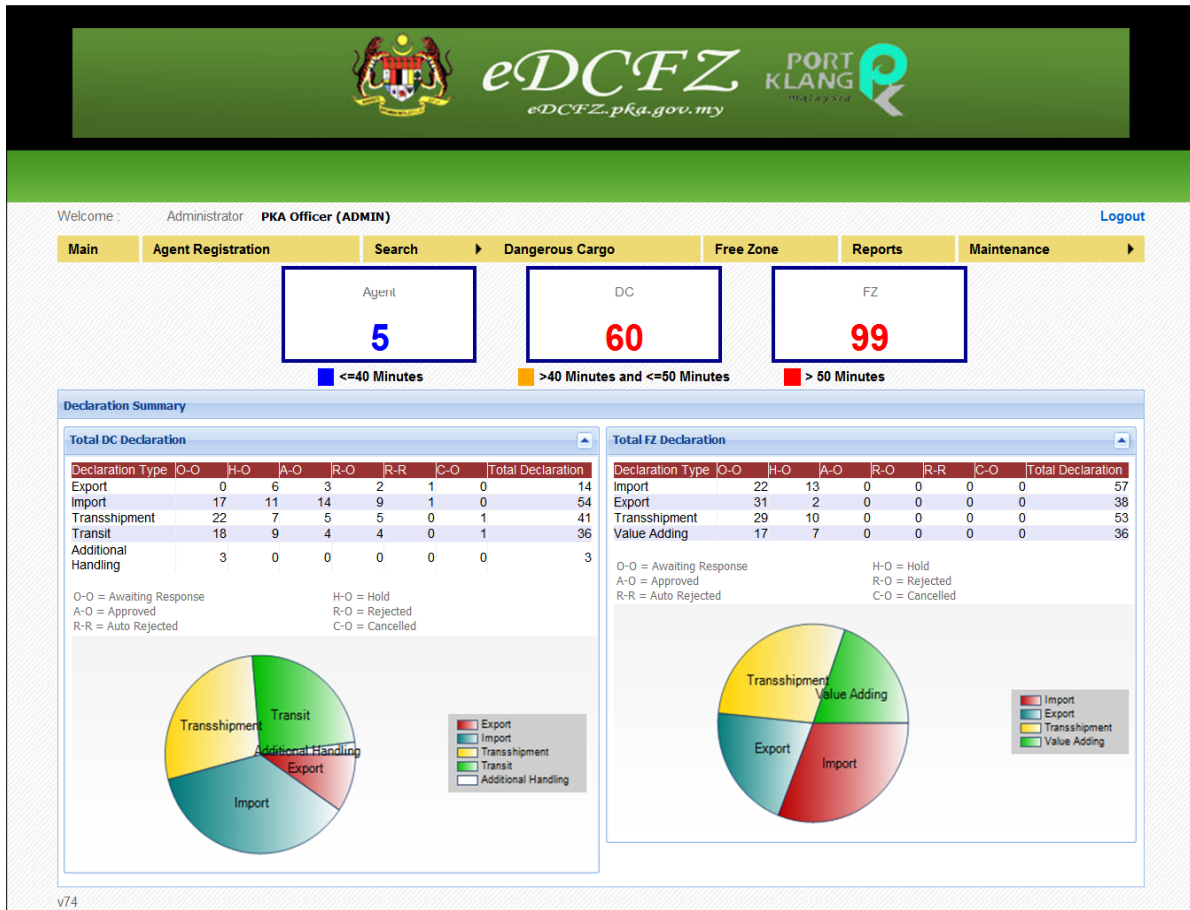


1. You may see the **LOGIN** in the left hand side of eDCFZ FrontPage as shown below;



Step 5 Enter Username and Password

1. Enter User ID field.
2. Enter Password field.
3. Click on the **SUBMIT** button to access the system.
4. The main screen of system will display.



2.2. Password Recovery

LOGIN

User ID

Password

SUBMIT

[Forgotten User ID/Password ?](#)

1. Click [User ID/Password](#) hyperlink to create new password.
2. Password screen recovery screen appear.

Forgot Your User Id/Password?

Enter your Email to receive your User ID/Password

Your Email must be registered under PKA.

* Email : ①

User Id : ②

③ →

3. Enter Email field.
4. Enter User Id field.
5. Click on the button to receive the email with login information.

2.3. Log Out

Once done with the system administrative tasks, you are advised to logout from eDCFZ.

To logout, please follow the steps below:

Log Out Button

Welcome : Administrator **PKA Officer (ADMIN)** Logout

Main Agent Registration Search Dangerous Cargo Free Zone Reports Maintenance

Agent: 5 DC: 60 FZ: 99

≤40 Minutes >40 Minutes and ≤50 Minutes > 50 Minutes

Declaration Summary

Total DC Declaration

Declaration Type	O-O	H-O	A-O	R-O	R-R	C-O	Total Declaration
Export	0	6	3	2	1	0	14
Import	17	11	14	9	1	0	54
Transshipment	22	7	5	5	0	1	41
Transit	18	9	4	4	0	1	36
Additional Handling	3	0	0	0	0	0	3

O-O = Awaiting Response
A-O = Approved
R-R = Auto Rejected

H-O = Hold
R-O = Rejected
C-O = Cancelled

Total FZ Declaration

Declaration Type	O-O	H-O	A-O	R-O	R-R	C-O	Total Declaration
Import	22	13	0	0	0	0	57
Export	31	2	0	0	0	0	38
Transshipment	29	10	0	0	0	0	53
Value Adding	17	7	0	0	0	0	36

O-O = Awaiting Response
A-O = Approved
R-R = Auto Rejected

H-O = Hold
R-O = Rejected
C-O = Cancelled

v74

1. Click the **Logout** button to logout from eDCFZ.

2.4. Search

You can search your application by going to the Search screen.

To search, please follow the steps below:

Search	
Registration No.	<input type="text"/>
Job No.	<input type="text"/>
Message Ref No.	<input type="text"/>
Declaring Agent	<input type="text"/>
Container No.	<input type="text"/>
SCN	<input type="text"/>
CPC No.	<input type="text"/>
BL No.	<input type="text"/>
Decl.Type	-- All --
Status	-- All --
Received Date	From <input type="text"/> To <input type="text"/>
Approved Date	From <input type="text"/> To <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

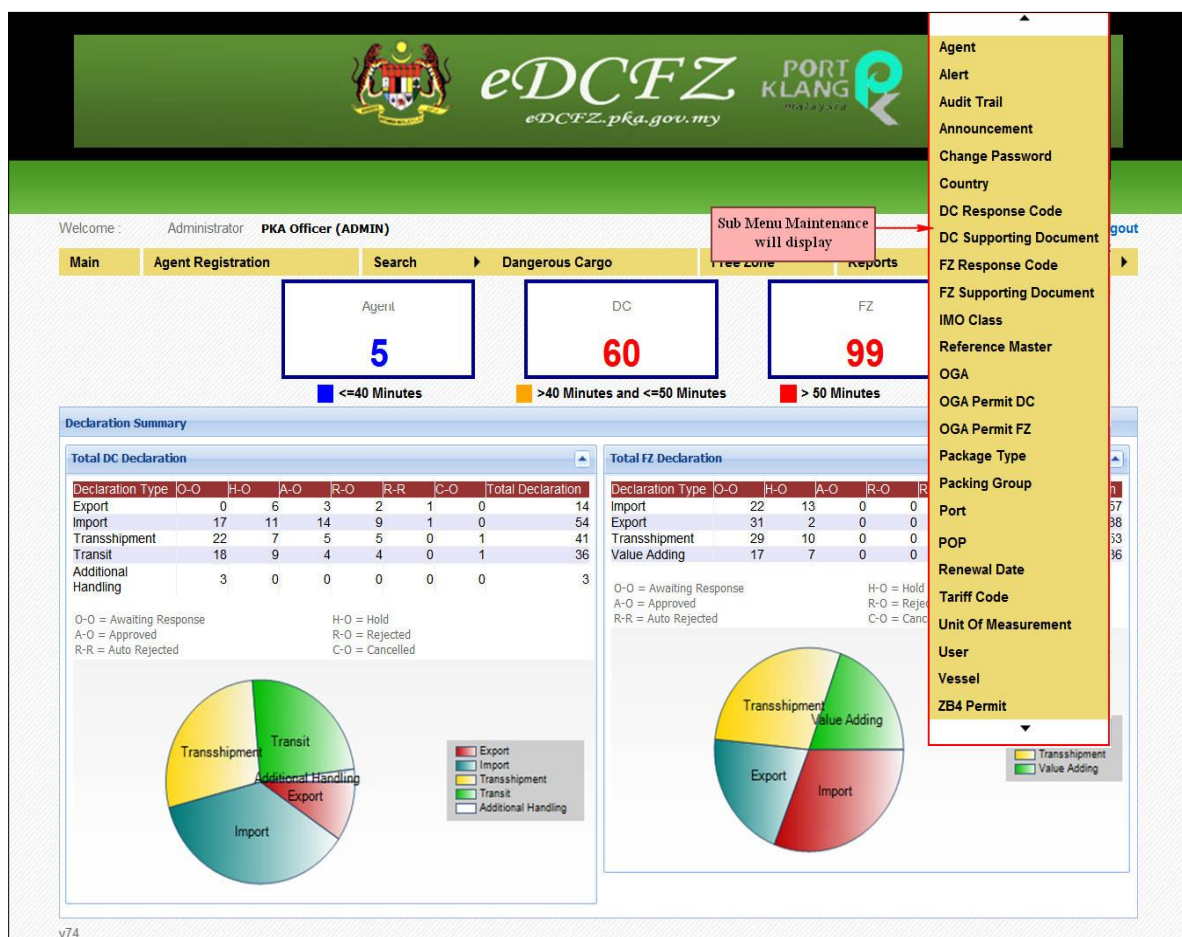
1. Enter field for search.
2. Click on the button to display the searched details.
3. Click on the button to clear entire fields.

Section 3. Maintenance

3.1. Maintenance



1. Click on the Maintenance Menu.
2. Sub menu list for master table will be displayed as shown as below.



3.1.1. Agent

You can add and update an agent account with personal information, contact information and authentication information.

To add an agent account, please follow the steps below:

The screenshot shows the eDCFZ Administrator Module interface. The top navigation bar includes a green header with the eDCFZ logo and a yellow sidebar with a list of menu items. The 'Agent' menu item is highlighted with a red arrow. The main content area shows a dashboard with three boxes: 'Agent' (5), 'DC' (60), and 'FZ' (99). Below these are two tables: 'Total DC Declaration' and 'Total FZ Declaration'.

Declaration Type	O-O	H-O	A-O	R-O	R-R	C-O	Total Declaration
Export	0	6	3	2	1	0	14
Import	17	11	14	9	1	0	54

Declaration Type	O-O	H-O	A-O	R-O	R-R
Import	22	13	0	0	0
Export	31	2	0	0	0

1. Click **Agent** menu as shown.
2. **Registration Details** screen will be displayed

The screenshot shows the 'Agent Information' screen with the 'Registration Details' tab selected. The form contains the following fields:

- User ID *
- Name *
- Email *
- NRIC *
- Default Password: p@\$\$w0rd (highlighted with a green box and a red arrow pointing to it) *
- Company Name *
- Registration Type: -- Please Select -- *
- Organisation Type: -- Please Select -- *
- ROB/ROC No. *
- Registration Code *

1. Key in all mandatory (*) fields.
2. Click on the **Save** button, Agent will be created.
3. Click on the **Reset** button to clear the fields.

Agent List						
No.	Registration Code	Company Name	ROB/ROC No.	Registered Date	Last Updated	Updated By
1	BF0012	SARAS LOGISTICS	ROB2122	21-May-2013 01:19 PM	21-May-2013 01:19 PM	Administrator

1. Click on newly created user from the listing.
2. Registration details with additional tabs will be displayed.

Agent Information	
Registration Details Business Address Director Details Shareholder Details Supporting Documents	
User ID	testagentsaras *
Name	Saras *
Email	sonia.sandren@gmail.com *
NRIC	3243243243 *
	<input type="button" value="Reset Password"/> p@\$sw0rd
Company Name	SARAS LOGISTICS *
Registration Type	BF - FORWARDING AGENT *
Organisation Type	A - REGISTRAR OF BUSINESS *
ROB/ROC No.	ROB2122 *
Registration Code	BF0012
Paid Up Capital	RM 3435555.00 *
Customs Agent Code	BS0032 *

1. Key in all mandatory (*) fields.
2. Click on the button, to update the registration details.

Agent Information	
Registration Details	Business Address
Business Address	<input type="text"/> * <input type="checkbox"/> Same as Company Address <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
City/District	<input type="text"/>
State	-- Please Select --
Country	MY - MALAYSIA
Tel No.	1 <input type="text"/> 2 <input type="text"/>
Fax No.	1 <input type="text"/> 2 <input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Reset"/>	

1. Click on the Business Address tab.
2. Key in all mandatory (*) fields.
3. Tick the check box (☐), if the business address same as company address.
4. Click on the button.
5. Business address will be added to the listing.

Agent Information	
Registration Details	Business Address
Name	<input type="text"/> *
NRIC / Passport No.	<input type="text"/> *
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
City/District	<input type="text"/>
State	-- Please Select --
Country	MY - MALAYSIA
Nationality	Malaysian
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Designation	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Reset"/>	

1. Click on the Director Details tab.
2. Key in all mandatory (*) fields.
3. Click on the button.
4. Director Details will be added to the listing

Agent Information				
Registration Details	Business Address	Director Details	Shareholder Details	Supporting Documents
Name	<input type="text"/>			
NRIC / Passport No.	<input type="text"/>			
Address	<input type="text"/>			
Postcode	<input type="text"/>			
City/District	<input type="text"/>			
State	-- Please Select --			
Country	MY - MALAYSIA			
Nationality	Malaysian			
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female			
<input type="button" value="Add"/> <input type="button" value="Reset"/>				

1. Click on the Shareholder Details tab.
2. Key in all mandatory (*) fields.
3. Click on the button.
4. Shareholder Details will be added to the listing.

Agent Information				
Registration Details	Business Address	Director Details	Shareholder Details	Supporting Documents
Supporting Document Required				
No.	Document Description	Attach		
1	Copy of Registration of Company (ROC) Document	<input type="button" value="Attach"/>		
2	Copy of Registration of Business (ROB) Document	<input type="button" value="Attach"/>		
Attached Document				

1. Click on the link.
2. A pop up window to upload document will be displayed.

Upload Attachment

Maximum allowable document size is only 10.00 MB.

[Browse...](#)

PDF format only

[Close](#)
[Upload](#)

1. Click on the [Browse...](#) button.
2. A pop window to select the file will be displayed.
3. Select the file from directory.
4. Only the file with .pdf format and less than 10MB is allowed to attach.
5. Click on the [Upload](#) button
6. Attached file will be displayed in Supporting Documents listing.

Agent Information

[Registration Details](#)
[Business Address](#)
[Director Details](#)
[Shareholder Details](#)
[Supporting Documents](#)

Supporting Document Required

No.	Document Description	Attach
1	Copy of Registration of Company (ROC) Document	Attach
2	Copy of Registration of Business (ROB) Document	Attach

Attached Document

No.	Document Description	File Size	Attached Document	Delete
1	Copy of Registration of Company (ROC) Document	90.50 KB	View	Delete

1. Click on the [\[View\]\(#\)](#) link.
2. The attached file will be displayed for viewing.
3. Click on the [\[Delete\]\(#\)](#) link.
4. The attached file will be deleted from the listing.

3.1.2. Alert

You can add, update and delete the alert information.

To add, update and delete alert please follow the steps below:

Search

Alert Information

Alert For: ☒ Container No. ☐ IC Number ☐ UN No ☐ Tariff Code ☐ SCN ☐ Port of Loading ☐ Port of Discharge ☐ Country

Value: *

Alert Message: *

Add Reset

1. Select the element to add alert.
2. Key in all mandatory (*) fields.
3. Click on the **Add** button.
4. New alert added to the listing.

Alert List						
No.	Alert For	Value	Alert Message	Status	Last Updated	Updated By
1	Container No	New Container	Alert Message	Active	21-May-2013 01:49 PM	Administrator
2	Country	MALAYSIA	Protected Country	Active	17-May-2013 04:26 PM	Administrator
3	Country	Malaysia	Protected Country	Active	30-Apr-2013 02:28 PM	Administrator

1. Select newly added alert.
2. Modify the mandatory (*) fields.
3. Click on the **Update** button, alert message will be updated.

Alert List						
No.	Alert For	Value	Alert Message	Status	Last Updated	Updated By
1	Container No	New Container	Alert Message	Active	21-May-2013 01:49 PM	Administrator
2	Country	MALAYSIA	Protected Country	Active	17-May-2013 04:26 PM	Administrator
3	Country	Malaysia	Protected Country	Active	30-Apr-2013 02:28 PM	Administrator

1. Select the modified alert.
2. Click on the **Delete** button, alert message will be deleted.

3.1.3. Audit Trail

You can search and delete the audit trail information.

To search and delete audit trail please follow the steps below:

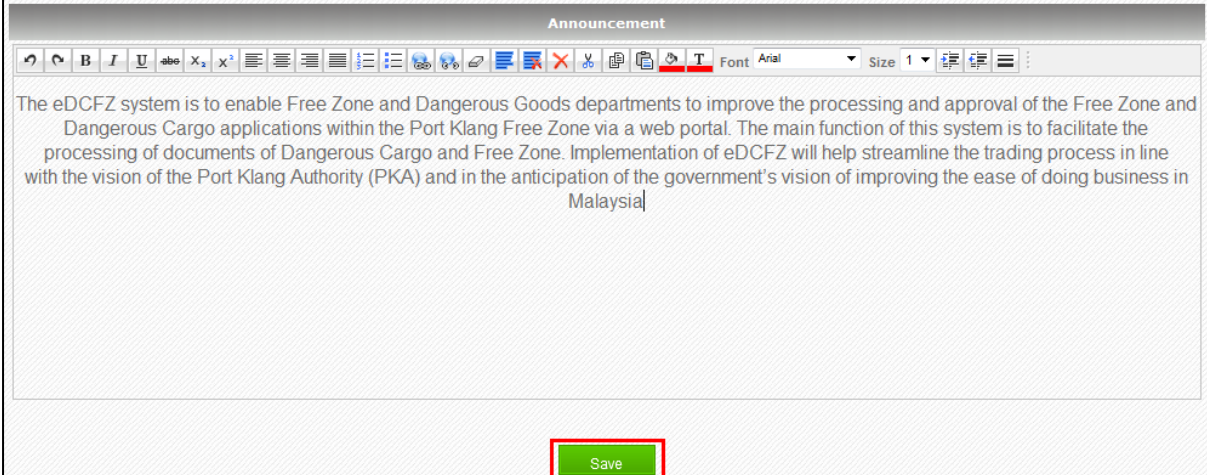
Module	<input type="text"/>				
User	<input type="text"/>				
Process Date	From	<input type="text" value="21-05-2013"/>	To	<input type="text" value="21-05-2013"/>	(dd-MM-yyyy)
<div><input type="button" value="Search"/> <input type="button" value="Delete"/></div>					
Audit List					
No.	Module	Processed Date	User	Reference ID	Action
1	Company Registration	21-May-2013 01:19 PM	Saras	0	Login Information
2	User Account	21-May-2013 01:19 PM	Saras	1508	Add Company
3	Company Registration	21-May-2013 01:19 PM	Saras	0	Insert Company information
4	Login	21-May-2013 01:16 PM	Administrator	0	Login
5	Login	21-May-2013 12:48 PM	Administrator	0	Login
6	Login	21-May-2013 12:06 PM	Saraswathi	0	Login
7	Login	21-May-2013 12:05 PM	Saraswathi	0	Login
8	Company Registration	21-May-2013 11:59 AM	Saraswathi	0	Update Login Information

1. Key in the fields.
2. Click on the button.
3. Audit trail for selected date will be displayed.
4. Click on the button, entire audit trail will be deleted.


3.1.4. Announcement

You can add the announcement.

To add announcements, please follow the steps below:



The screenshot shows a web form titled "Announcement". It features a rich text editor toolbar with various icons for text formatting (bold, italic, underline, font color, background color, text color, font size, font family, bulleted list, numbered list, indent, outdent, link, unlink, image, table, etc.). The text area contains the following text: "The eDCFZ system is to enable Free Zone and Dangerous Goods departments to improve the processing and approval of the Free Zone and Dangerous Cargo applications within the Port Klang Free Zone via a web portal. The main function of this system is to facilitate the processing of documents of Dangerous Cargo and Free Zone. Implementation of eDCFZ will help streamline the trading process in line with the vision of the Port Klang Authority (PKA) and in the anticipation of the government's vision of improving the ease of doing business in Malaysia". At the bottom right of the form, there is a green "Save" button highlighted with a red rectangle.

1. Key in the announcement.
2. Click on the  button.
3. Announcement will be saved and displayed in Login page.

3.1.5. Change Password

You can update the password.

To update the password, please follow the steps below:

Change Password	
User ID	Admin
Current Password	<input type="password"/> *
New Password	<input type="password"/> *
Confirm Password	<input type="password"/> *
<input type="button" value="Update"/>	

1. Key in all mandatory (*) fields.
2. Click on the button.
3. New password will be updated successfully.

Welcome : Administrator PKA Officer (ADMIN)						<input type="button" value="Logout"/>
Main	Agent Registration	Search ▶	Dangerous Cargo	Free Zone	Reports	Maintenance ▶
Change Password						
User ID		Admin				
Current Password		<input type="password"/> *				
New Password		<input type="password"/> *				
Confirm Password		<input type="password"/> *				
		<input type="button" value="Update"/>				

1. Click on the link.
2. Re- login with newly updated password.

3.1.6. Country

You can add, update and delete the Country information.

To add, update and delete the Country information please follow the steps below:

Country Information	
Code	<input type="text"/> *
Name	<input type="text"/> *
Nationality	<input type="text"/> *
<input type="checkbox"/> Alert Message	<div></div>
<input type="checkbox"/> STA Required	<div></div>
<div>Add Reset</div>	

1. Key in all mandatory (*) fields.
2. Tick the check box (☐), if required to add alert message.
3. Click on the

Add

 button.
4. Country information will be added to the listing.

Country List					
No.	Code	Name	Nationality	Last Updated	Updated By
1	MY	MALAYSIA	Malaysian	17-May-2013 04:26 PM	Administrator
2	aa	a	a	16-Apr-2013 11:51 AM	Administrator
3	a	a	a	16-Apr-2013 10:04 AM	Administrator
4	UN	United Nation	United Nations	15-Apr-2013 06:47 PM	Administrator

1. Select newly added country.
2. Modify the mandatory (*) fields.
3. Click on the

Update

 button, country will be updated.

Country List					
No.	Code	Name	Nationality	Last Updated	Updated By
1	MY	MALAYSIA	Malaysian	17-May-2013 04:26 PM	Administrator
2	aa	a	a	16-Apr-2013 11:51 AM	Administrator
3	a	a	a	16-Apr-2013 10:04 AM	Administrator
4	UN	United Nation	United Nations	15-Apr-2013 06:47 PM	Administrator

1. Select the modified country.
2. Click on the

Delete

 button, country will be deleted.

3.1.7. DC Response Code

You can add, update and delete the DC Response Code information.

To add, update and delete the DC Response Code information please follow the steps below:

Dangerous Cargo Response Code Information	
Code	<input type="text"/> *
Description	<input type="text"/> *
Status	<select>- Please Select -</select> *
Declaration Type	<input checked="" type="checkbox"/> Import <input type="checkbox"/> Export <input type="checkbox"/> Transshipment <input type="checkbox"/> Transit <input type="checkbox"/> Additional Handling
<div><input type="button" value="Add"/> <input type="button" value="Reset"/></div>	

1. Key in all mandatory (*) fields.
2. Tick the check box (☒), for the declaration type.
3. Click on the button.
4. DC Response Code will be added to the listing.

Dangerous Cargo Response Code List					
No.	Code	Description	Status	Last Updated	Updated By
1	A44	APPROVED FOR TRANSSHIPMENT – TO CONNECT WITHIN 48 HOURS OR 2 FIREMEN STANDBY	Approved	29-Apr-2013 04:09 PM	Administrator
2	A45	APPROVED FOR TRANSSHIPMENT – TO CONNECT WITHIN 120 HOURS OR 2 FIREMEN STANDBY	Approved	29-Apr-2013 04:09 PM	Administrator
3	A38	APPROVED FOR TEMPORARY STORAGE IN DG SHED / CY – TO BRING IN 120 HOURS BEFORE LOADING.	Approved	12-Apr-2013 09:13 AM	Administrator
4	A01	APPROVED FOR TEMPORARY STORAGE IN DG SHED / CY	Approved	08-Apr-2013 10:27 AM	Administrator

1. Select newly added DC Response Code.
2. Modify the mandatory (*) fields.
3. Click on the button, DC Response Code will be updated.

Dangerous Cargo Response Code List					
No.	Code	Description	Status	Last Updated	Updated By
1	A44	APPROVED FOR TRANSSHIPMENT – TO CONNECT WITHIN 48 HOURS OR 2 FIREMEN STANDBY	Approved	29-Apr-2013 04:09 PM	Administrator
2	A45	APPROVED FOR TRANSSHIPMENT – TO CONNECT WITHIN 120 HOURS OR 2 FIREMEN STANDBY	Approved	29-Apr-2013 04:09 PM	Administrator
3	A38	APPROVED FOR TEMPORARY STORAGE IN DG SHED / CY – TO BRING IN 120 HOURS BEFORE LOADING.	Approved	12-Apr-2013 09:13 AM	Administrator
4	A01	APPROVED FOR TEMPORARY STORAGE IN DG SHED / CY	Approved	08-Apr-2013 10:27 AM	Administrator

1. Select the modified DC Response Code.
2. Click on the button, DC Response Code will be deleted.

3.1.8. DC Supporting Document

You can add, update and delete the DC Supporting Document.

To add, update and delete the DC Supporting Document, please follow the steps below:

Dangerous Cargo Supporting Document Information	
Document Name	<input type="text"/>
Declaration Type	<input checked="" type="checkbox"/> Import <input type="checkbox"/> Export <input type="checkbox"/> Transshipment <input type="checkbox"/> Transit <input type="checkbox"/> Additional Handling
<input type="button" value="Add"/> <input type="button" value="Reset"/>	

1. Key in all mandatory (*) fields.
2. Tick the check box (☒), for the declaration type.
3. Click on the button.
4. DC Supporting Document will be added to the listing.

Dangerous Cargo Supporting Document List			
No.	Document Name	Last Updated	Updated By
1	Container Packing Certificate	17-Apr-2013 12:00 PM	Administrator
2	DC Test Document	15-Apr-2013 10:26 PM	Administrator
3	Dangerous Cargo Document 1	21-Mar-2013 01:36 PM	Administrator

1. Select newly added DC Supporting Document.
2. Modify the mandatory (*) fields.
3. Click on the button, DC Supporting Document will be updated.

Dangerous Cargo Supporting Document List			
No.	Document Name	Last Updated	Updated By
1	Container Packing Certificate	17-Apr-2013 12:00 PM	Administrator
2	DC Test Document	15-Apr-2013 10:26 PM	Administrator
3	Dangerous Cargo Document 1	21-Mar-2013 01:36 PM	Administrator

1. Select the modified DC Supporting Document.
2. Click on the button, DC Supporting Document will be deleted.

3.1.9. FZ Response Code

You can add, update and delete the FZ Response Code information.

To add, update and delete the FZ Response Code information please follow the steps below:

Free Zone Response Code Information	
Code	<input type="text"/>
Description	<input type="text"/>
Status	<input type="text" value="-Please select-"/>
Declaration Type	<input checked="" type="checkbox"/> Import <input type="checkbox"/> Export <input type="checkbox"/> Transshipment <input type="checkbox"/> Value Adding
<div>Add Reset</div>	

1. Key in all mandatory (*) fields.
2. Tick the check box (☐), for the declaration type.
3. Click on the

Add

 button.
4. FZ Response Code will be added to the listing.

Free Zone Response Code List					
No.	Code	Description	Status	Last Updated	Updated By
1	11111	and closed (9/4/2013)QA: Tested, fixed and closed (9/4/2013)QA: Tested, fixed and)	Approved	17-May-2013 05:20 PM	Administrator
2	SRS	TESTv	Hold	16-Apr-2013 11:56 AM	Administrator
3	APV	QA Approved Declaration	Approved	08-Apr-2013 04:37 PM	Administrator
4	RJT	QA Reject Declaration	Rejected	08-Apr-2013 04:36 PM	Administrator

1. Select newly added FZ Response Code.
2. Modify the mandatory (*) fields.
3. Click on the

Update

 button, FZ Response Code will be updated.

Free Zone Response Code List					
No.	Code	Description	Status	Last Updated	Updated By
1	11111	and closed (9/4/2013)QA: Tested, fixed and closed (9/4/2013)QA: Tested, fixed and)	Approved	17-May-2013 05:20 PM	Administrator
2	SRS	TESTv	Hold	16-Apr-2013 11:56 AM	Administrator
3	APV	QA Approved Declaration	Approved	08-Apr-2013 04:37 PM	Administrator
4	RJT	QA Reject Declaration	Rejected	08-Apr-2013 04:36 PM	Administrator

1. Select the modified FZ Response Code.
2. Click on the

Delete

 button, FZ Response Code will be deleted.

3.1.10. FZ Supporting Document

You can add, update and delete the FZ Supporting Document.

To add, update and delete the FZ Supporting Document, please follow the steps below:

Free Zone Supporting Document Information	
Code	<input type="text"/> *
Document Name	<input type="text"/> *
Declaration Type	<input checked="" type="checkbox"/> Import <input type="checkbox"/> Export <input type="checkbox"/> Transshipment <input type="checkbox"/> Value Adding
<div>Add Reset</div>	

1. Key in all mandatory (*) fields.
2. Tick the check box (☒), for the declaration type.
3. Click on the

Add

 button.
4. FZ Supporting Document will be added to the listing.

Free Zone Supporting Document List				
No.	Code	Document Name	Last Updated	Updated By
1	699	Permit from OGA	30-Apr-2013 02:21 PM	Administrator
2	674	ZB4 Supporting Document	30-Apr-2013 02:21 PM	Administrator
3	OTH	Other Document	24-Apr-2013 01:27 PM	Administrator
4	SRS	TEST saras	15-Apr-2013 11:58 PM	Administrator

1. Select newly added FZ Supporting Document.
2. Modify the mandatory (*) fields.
3. Click on the

Update

 button, FZ Supporting Document will be updated.

Free Zone Supporting Document List				
No.	Code	Document Name	Last Updated	Updated By
1	699	Permit from OGA	30-Apr-2013 02:21 PM	Administrator
2	674	ZB4 Supporting Document	30-Apr-2013 02:21 PM	Administrator
3	OTH	Other Document	24-Apr-2013 01:27 PM	Administrator
4	SRS	TEST saras	15-Apr-2013 11:58 PM	Administrator

1. Select the modified FZ Supporting Document.
2. Click on the

Delete

 button, FZ Supporting Document will be deleted.

3.1.11. IMO Class

You can add, update and delete the IMO Class information.

To add, update and delete the IMO Class information please follow the steps below:

IMO Class Information	
IMO Class	<input type="text"/> *
UN No.	<input type="text"/> *
Proper Shipping Name	<input type="text"/> *
<input type="checkbox"/> Alert Message (UN No.)	<input type="text"/>
<div><input type="button" value="Add"/> <input type="button" value="Reset"/></div>	

1. Key in all mandatory (*) fields.
2. Tick the check box (☐), if required to add alert message
3. Click on the button.
4. IMO Class will be added to the listing.

IMO Class List					
No.	IMO Class	UN No.	Proper Shipping Name	Last Updated	Updated By
1	1.1	0027	BLACK POWDER (GUNPOWDER) granular, or as a metal	28-Mar-2013 10:28 AM	Administrator
2	1	0190	SAMPLES EXPLOSIVE other than initiating explosive	19-Mar-2013 12:07 PM	Administrator
3	1.1	0004	AMMONIUM PICRATE dry or wetted with less than 10% water, by mass		
4	1.1	0005	CARTRIDGES FOR WEAPONS with bursting charge		

1. Select newly added IMO Class.
2. Modify the mandatory (*) fields.
3. Click on the button, IMO Class will be updated.

IMO Class List					
No.	IMO Class	UN No.	Proper Shipping Name	Last Updated	Updated By
1	1.1	0027	BLACK POWDER (GUNPOWDER) granular, or as a metal	28-Mar-2013 10:28 AM	Administrator
2	1	0190	SAMPLES EXPLOSIVE other than initiating explosive	19-Mar-2013 12:07 PM	Administrator
3	1.1	0004	AMMONIUM PICRATE dry or wetted with less than 10% water, by mass		
4	1.1	0005	CARTRIDGES FOR WEAPONS with bursting charge		

1. Select the modified IMO Class.
2. Click on the button, IMO Class will be deleted.

3.1.12. Reference Master

You can add and update the Reference Master information.

To add and update the Reference Master Information please follow the steps below:

The screenshot shows the 'Reference Master List' window. On the left, under 'Type', 'ACTIVITYTYPE' is selected. On the right, under 'Value', a list of activity types is shown, including ASSEMBLING, BREAK BULKING, COUPLING, DISMANTLING, GENERAL, GRADING, LONG TERM BREAK BULK, MINOR ASSEMBLING, OGA APPROVED ACTIVITY (Dismantling/Painting/Coupling/Reprocessing/), PAINTING, RELABELLING/ LABELLING, REPACKING/ PACKING, and REPROCESSING. Below the lists, the 'Type' field contains 'ACTIVITYTYPE' and the 'Code' field is empty. The 'Value' field is empty and marked with a red asterisk (*). At the bottom, there are three buttons: 'Inactive' (with a checkbox), 'Add' (highlighted in green), and 'Reset'.

1. Key in all mandatory (*) fields.
2. Tick the check box (☐) to make the Master value inactive.
3. Click on the **Add** button.
4. Master Reference value will be added to the listing.

The screenshot shows the 'Reference Master List' window. On the left, under 'Type', 'ACTIVITYTYPE' is selected. On the right, under 'Value', a list of activity types is shown, including DISMANTLING, GENERAL, GRADING, LONG TERM BREAK BULK, MINOR ASSEMBLING, OGA APPROVED ACTIVITY (Dismantling/Painting/Coupling/Reprocessing/), PAINTING, RELABELLING/ LABELLING, REPACKING/ PACKING (highlighted in blue), REPROCESSING, SHORT TERM BREAK BULK, TRADING, and TRANSIT. Below the lists, the 'Type' field contains 'ACTIVITYTYPE' and the 'Code' field contains 'RP'. The 'Value' field contains 'REPACKING/ PACKING' and is marked with a red asterisk (*). At the bottom, there are three buttons: 'Inactive' (with a checkbox), 'Update' (highlighted in green), and 'Reset'.

1. Select the modified Master Value.
2. Click on the **Update** button, Master Value will be updated.

3.1.13. OGA

You can add and update the OGA information.

To add and update the OGA information please follow the steps below:

OGA Information	
Code	<input type="text"/> *
Name	<input type="text"/> *
Email	<input type="text"/> *
Declaration Type	<input type="text" value="-Please select-"/> *
	<input type="checkbox"/> Inactive
<input type="button" value="Add"/> <input type="button" value="Reset"/>	

1. Key in all mandatory (*) fields.
2. Tick the check box (☐) to make the OGA inactive.
3. Click on the button.
4. OGA information will be added to the listing.

OGA List						
No.	Code	Name	Inactive	Declaration Type	Last Updated	Updated By
1	SRS	Suruhan Jaya Tenaga	No	DC & FZ	21-May-2013 03:09 PM	Administrator
2	SRM	SIRM	No	DC	21-May-2013 03:08 PM	Administrator
3	JPV	Jabatan Veterina	No	DC	21-May-2013 03:07 PM	Administrator

1. Select newly added OGA.
2. Modify the mandatory (*) fields.
3. Click on the button, OGA will be updated.

3.1.14. OGA Permit DC

You can add and delete the OGA Permit DC information.

To add and delete the OGA Permit DC information please follow the steps below:

No.	IMO Class	UN No.	Proper Shipping Name
1	1.1	0043	BURSTERS explosive

1. Click on the **Add** button.
2. A pop up window with list of UN No. will be displayed.
3. Tick the check box (☐) and click on the **Delete** button.

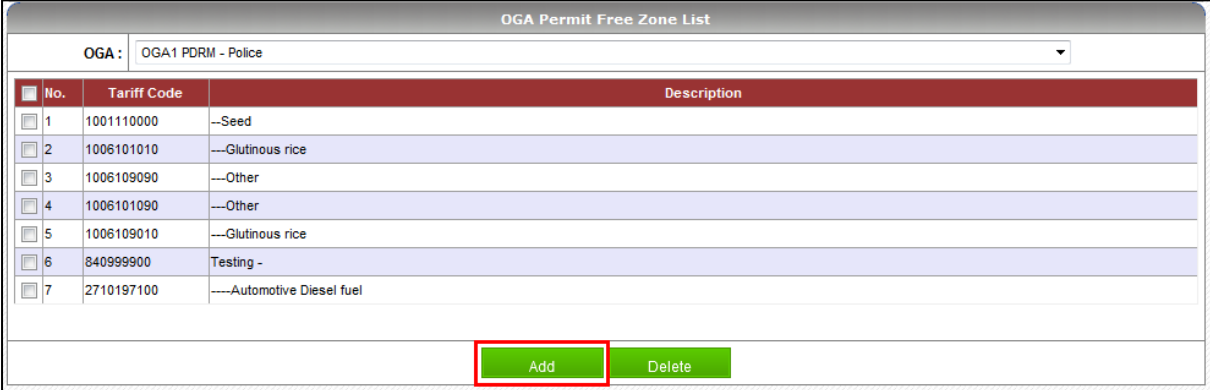
No.	IMO Class	UN No.	Proper Shipping Name
1	1	0190	SAMPLES EXPLOSIVE other than initiating explosive
2	1.1	0027	BLACK POWDER (GUNPOWDER) granular, or as a metal
3	1.1	0028	BLACK POWDER (GUNPOWDER), COMPRESSED or BLACK POWDER (GUNPOWDER) IN PELLETS
4	1.1	0029	DETONATORS, NON-ELECTRIC for blasting
5	1.1	0030	DETONATORS, ELECTRIC for blasting
6	1.1	0033	BOMBS with bursting charge
7	1.1	0034	BOMBS with bursting charge
8	1.1	0037	BOMBS, PHOTO-FLASH
9	1.1	0038	BOMBS, PHOTO-FLASH
10	1.1	0042	BOOSTERS without detonators
11	1.1	0048	CHARGES, DEMOLITION
12	1.1	0049	CATRDRIGES, FLASH
13	1.1	0056	CHARGES, DEPTH
14	1.1	0059	CHARGES, SHAPED without detonator
15	1.1	0060	CHARGES, SUPPLEMENTARY, EXPLOSIVE

1. Tick the check box (☐) to select the UN No. fro the list.
2. Click on the **Add** button.
3. UN No. is added to the OGA Permit DC list.

3.1.15. OGA Permit FZ

You can add and delete the OGA Permit FZ information.

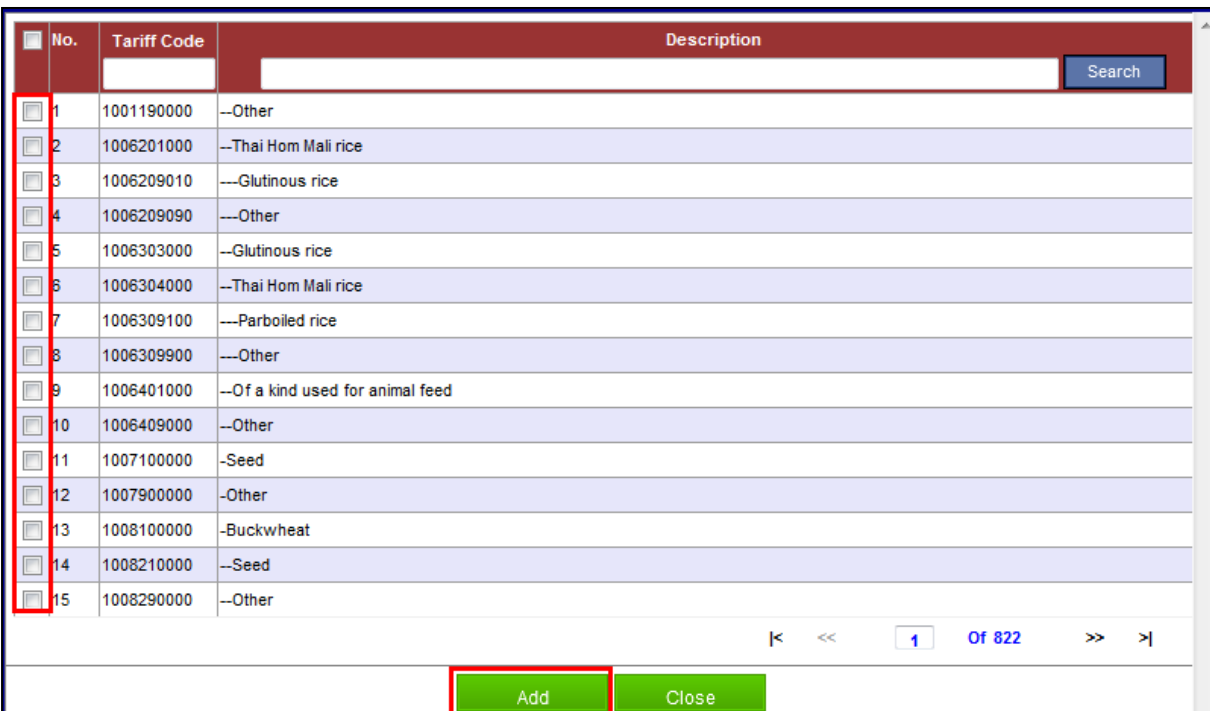
To add and delete the OGA Permit FZ information please follow the steps below:



No.	Tariff Code	Description
1	1001110000	--Seed
2	1006101010	---Glutinous rice
3	1006109090	---Other
4	1006101090	---Other
5	1006109010	---Glutinous rice
6	8409999000	Testing -
7	2710197100	---Automotive Diesel fuel

Add **Delete**

1. Click on the **Add** button.
2. A pop up window with list of Tariff Code will be displayed.
3. Tick the check box (☐) and click on the **Delete** button.



No.	Tariff Code	Description
1	1001190000	--Other
2	1006201000	--Thai Hom Mali rice
3	1006209010	---Glutinous rice
4	1006209090	---Other
5	1006303000	--Glutinous rice
6	1006304000	--Thai Hom Mali rice
7	1006309100	---Parboiled rice
8	1006309900	---Other
9	1006401000	--Of a kind used for animal feed
10	1006409000	--Other
11	1007100000	-Seed
12	1007900000	-Other
13	1008100000	-Buckwheat
14	1008210000	--Seed
15	1008290000	--Other

Add **Close**

1. Tick the check box (☐) to select the Tariff Code from the list.
2. Click on the **Add** button.
3. Tariff Code is added to the OGA Permit FZ list.

3.1.16. Package Type

You can add and delete the Package Type information.

To add and delete the Package Type information please follow the steps below:

Package Type Information	
Code	<input type="text"/> *
Description	<input type="text"/> *
<div>Add Reset</div>	

1. Key in all mandatory (*) fields.
2. Click on the Add button.
3. Package Type will be added to the listing.

Package Type List				
No.	Code	Description	Last Updated	Updated By
1	AE	AEROSOL		
2	AM	AMPOULE, NON-PROTECTED		
3	AP	AMPOULE, PROTECTED		
4	AT	ATOMIZER		
5	BA	BARREL		
6	BB	BOBBIN		

1. Select newly added Package Type
2. Modify the mandatory (*) fields.
3. Click on the Update button, Package Type will be updated.

Package Type List				
No.	Code	Description	Last Updated	Updated By
1	AE	AEROSOL		
2	AM	AMPOULE, NON-PROTECTED		
3	AP	AMPOULE, PROTECTED		
4	AT	ATOMIZER		
5	BA	BARREL		
6	BB	BOBBIN		

1. Select the modified Package Type.
2. Click on the Delete button, Package Type will be deleted.

3.1.17. Packing Group

You can update the Packing Group information.

To update the Packing Group information please follow the steps below:

Packing Group List			
No.	IMO	UN NO.	Item
1	1.1	0027	BLACK POWDER (GUNPOWDER) granular, or as a metal
2	1	0190	SAMPLES EXPLOSIVE other than initiating explosive
3	1.1	0004	AMMONIUM PICRATE dry or wetted with less than 10% water, by mass
4	1.1	0005	CARTRIDGES FOR WEAPONS with bursting charge
5	1.1	0006	CARTRIDGES FOR WEAPONS with bursting charge
6	1.1	0028	BLACK POWDER (GUNPOWDER), COMPRESSED or BLACK POWDER (GUNPOWDER) IN PELLETS
7	1.1	0029	DETONATORS, NON-ELECTRIC for blasting
8	1.1	0030	DETONATORS, ELECTRIC for blasting
9	1.1	0033	BOMBS with bursting charge
10	1.1	0034	BOMBS with bursting charge

1. Select the Packing Group from the listing.
2. A pop up window with Packing group list will be displayed.

IMO: 1.1 UN No.: 0004 Item: AMMONIUM PICRATE dry or wetted with less than 10% water, by mass

Available Packing Group

Add

Selected Packing Group

Remove

☒ Import

☒ Export

☐ Transshipment

☒ Transit

Last Updated :

Updated By :

Update

Close

1. Modify the Packing Group details.
2. Click on the

Update

 button, Packing Group will be updated.

3.1.18. Port

You can add, update and delete the Port information.

To add, update and delete the Port information please follow the steps below:

Port Information	
Code *	<input type="text"/>
Name *	<input type="text"/>
<input type="checkbox"/> Alert Message (Port From)	<div><div></div></div>
<input type="checkbox"/> Alert Message (Port To)	<div><div></div></div>
<div><div>Add</div><div>Reset</div></div>	

1. Key in all mandatory (*) fields.
2. Tick the check box (☐), if required to add alert message
3. Click on the

Add

 button.
4. Port information will be added to the listing.

Port List				
No.	Code	Name	Last Updated	Updated By
21	AEDAS	DAS ISLAND		
22	AEDUY	RAS ZUBBAYA(RAS DUBAYYAH)		
23	AEDXB	DUBAI		
24	AEFAT	FATEH TERMINAL		

1. Select newly added Port.
2. Modify the mandatory (*) fields.
3. Click on the

Update

 button, Port will be updated.

Port List				
No.	Code	Name	Last Updated	Updated By
21	AEDAS	DAS ISLAND		
22	AEDUY	RAS ZUBBAYA(RAS DUBAYYAH)		
23	AEDXB	DUBAI		
24	AEFAT	FATEH TERMINAL		

1. Select the modified Port.
2. Click on the

Delete

 button, Port will be deleted.

3.1.19. Port Operator

You can add, update and delete the Port Operator information.

To add, update and delete the Port Operator information please follow the steps below:

Port Information	
Code	<input type="text"/> *
Name	<input type="text"/> *
<input checked="" type="checkbox"/> Alert Message (Port From)	<div></div>
<input type="checkbox"/> Alert Message (Port To)	<div></div>
<div>Add Reset</div>	

1. Key in all mandatory (*) fields.
2. Click on the

Add

 button.
3. Port Operator information will be added to the listing.

POP List				
No.	Port Code	Description	Last Updated	Updated By
1	NDWP	Goods brought into North Port Distripark, subsequently into West Port	28-Mar-2013 12:44 PM	Administrator
2	KCT1	POP KCT1	26-Mar-2013 11:28 AM	Raed Reezzy Bin Nor Irwan
3	WDND	Goods brought into West Port Distripark, subsequently into North Port Distripark.	20-Mar-2013 11:18 AM	Administrator
4	WDSP	Goods brought into West Port Distripark, subsequently into South Point	20-Mar-2013 11:18 AM	Administrator
5	WDWP	Goods brought into West Port Distripark, subsequently into West Port	20-Mar-2013 11:18 AM	Administrator
6	WDNP	Goods brought into West Port Distripark, subsequently into North Port	20-Mar-2013 11:17 AM	Administrator

1. Select newly added Port Operator.
2. Modify the mandatory (*) fields.
3. Click on the

Update

 button, Port Operator will be updated.

POP List				
No.	Port Code	Description	Last Updated	Updated By
1	NDWP	Goods brought into North Port Distripark, subsequently into West Port	28-Mar-2013 12:44 PM	Administrator
2	KCT1	POP KCT1	26-Mar-2013 11:28 AM	Raed Reezzy Bin Nor Irwan
3	WDND	Goods brought into West Port Distripark, subsequently into North Port Distripark.	20-Mar-2013 11:18 AM	Administrator
4	WDSP	Goods brought into West Port Distripark, subsequently into South Point	20-Mar-2013 11:18 AM	Administrator
5	WDWP	Goods brought into West Port Distripark, subsequently into West Port	20-Mar-2013 11:18 AM	Administrator
6	WDNP	Goods brought into West Port Distripark, subsequently into North Port	20-Mar-2013 11:17 AM	Administrator

1. Select the modified Port Operator.
2. Click on the

Delete

 button, Port Operator will be deleted.

3.1.20. Renewal Date

You can update the Expiry Date information.

To update the Expiry Date information please follow the steps below:


Agent Renewal Date 26-May-2013

Notification Period 1 Month

☒ Allow Renewal After Expiry

Update

Last Updated : 26-Apr-2013 05:14 PM Updated By : Administrator

1. Modify the Renewal date.
2. Tick the check box (☒), if not allow the agent to renew after expiry date.
3. Click on the  button, Renewal date information will be updated.

3.1.21. Tariff Code

You can add, update and delete the Tariff Code information.

To add, update and delete the Tariff Code information please follow the steps below:

Tariff Code Information	
Tariff Code	<input type="text"/> *
Description	<input type="text"/> *
<div><button>Add</button> <button>Reset</button></div>	

1. Key in all mandatory (*) fields.
2. Click on the  button.
3. Tariff Code information will be added to the listing.

Tariff Code List				
No.	Tariff Code	Description	Last Updated	Updated By
21	9503009910	---Of rubber		
22	9503009990	---Other		
23	9504202000	--Tables for billiards Of all kinds		
24	9504203000	--Billiard chalks		
25	9504209000	--Other		
26	9504301000	--Pintables or slot machines		

1. Select newly added Tariff Code.
2. Modify the mandatory (*) fields.
3. Click on the  button, Tariff Code will be updated.

Tariff Code List				
No.	Tariff Code	Description	Last Updated	Updated By
21	9503009910	---Of rubber		
22	9503009990	---Other		
23	9504202000	--Tables for billiards Of all kinds		
24	9504203000	--Billiard chalks		
25	9504209000	--Other		
26	9504301000	--Pintables or slot machines		

1. Select the modified Tariff Code.
2. Click on the  button, Tariff Code will be deleted.

3.1.22. Unit of Measurement

You can add, update and delete the Unit of Measurement information.

To add, update and delete the Unit of Measurement information please follow the steps below:

Unit Of Measurement Information	
Code *	<input type="text"/>
Description *	<input type="text"/>
<div>Add Reset</div>	

1. Key in all mandatory (*) fields.
2. Click on the Add button.
3. Unit of Measurement information will be added to the listing.

Unit Of Measurement List				
No.	Code	Description	Last Updated	Updated By
1	ACR	ACRE (4840 YD2)		
2	AMH	AMPER-HOUR (3,6 KC)		
3	AMP	AMPERE		
4	ANN	YEAR		
5	APZ	OUNCE GB,US(31,10348 G)(SYN.:TRO		
6	ARE	ARE (100 M2)		

1. Select newly added Unit of Measurement.
2. Modify the mandatory (*) fields.
3. Click on the Update button, Unit of Measurement will be updated.

Unit Of Measurement List				
No.	Code	Description	Last Updated	Updated By
1	ACR	ACRE (4840 YD2)		
2	AMH	AMPER-HOUR (3,6 KC)		
3	AMP	AMPERE		
4	ANN	YEAR		
5	APZ	OUNCE GB,US(31,10348 G)(SYN.:TRO		
6	ARE	ARE (100 M2)		

1. Select the modified Unit of Measurement.
2. Click on the Delete button, Unit of Measurement will be deleted.

3.1.23. User

You can add and update the User information.

To add and update the User information please follow the steps below:

User Information	
User Id	<input type="text"/> *
Password	<input type="password"/> *
NRIC	<input type="text"/> *
Name	<input type="text"/> *
Email	<input type="text"/> *
Tel No.	<input type="text"/>
User Type	-Please select- *
	<input checked="" type="checkbox"/> Active
<input type="button" value="Add"/> <input type="button" value="Reset"/>	

1. Key in all mandatory (*) fields.
2. Tick the check box (☒) to make the User active.
3. Click on the button.
4. User information will be added to the listing.

User Information	
User Id	np
NRIC	43242342343 *
Name	North Port *
Email	np@np.com *
Tel No.	<input type="text"/>
User Type	POP * POP Type NP *
	<input checked="" type="checkbox"/> Active
<input type="button" value="Update"/> <input type="button" value="Reset"/> <input type="button" value="New User"/>	

Change Password	
New Password	<input type="password"/> *
Confirm Password	<input type="password"/> *
<input type="button" value="Update"/>	

User List								
No.	User Id	Name	NRIC	Email	Tel No.	Active	User Type	Updated By
1	wd	West Port	3224324324	west@port.com		Yes	POP	Administrator
2	SPNP	South Point - North Port	2312312312	sp@scp.com		Yes	POP	Administrator
3	WPNP	West Port - North Port	QQE21324342	ws@ws.com		Yes	POP	Administrator

1. Select newly added User.
2. Modify the mandatory (*) fields.
3. Click on the button, User will be updated.

3.1.24. Vessel

You can add, update and delete the Vessel information.

To add, update and delete the Vessel information please follow the steps below:

Vessel Information									
SCN	<input type="text"/> *								
Vessel Id	<input type="text"/> *								
Vessel Name	<input type="text"/> *								
Voyage No.	<input type="text"/> *								
POP	- Please select - *								
ETA	Date :	<input type="text"/> *	Hour :	<input type="text"/> 00	Minute :	<input type="text"/> 00			
ETD	Date :	<input type="text"/> *	Hour :	<input type="text"/> 00	Minute :	<input type="text"/> 00			
ATA	Date :	<input type="text"/>	Hour :	<input type="text"/> 00	Minute :	<input type="text"/> 00			
ATD	Date :	<input type="text"/>	Hour :	<input type="text"/> 00	Minute :	<input type="text"/> 00			
<div><input type="button" value="Add"/> <input type="button" value="Reset"/></div>									

1. Key in all mandatory (*) fields.
2. Click on the button.
3. Vessel information will be added to the listing.

Vessel List									
No.	SCN	Vessel Id	Vessel Name	Voyage No.	POP	Date & Time		Last Updated	Updated By
1	ADFS	C1927	CTP GOLDEN	139E	WPORT	ETA : 28-Feb-2013 12:00 PM	ATA : 28-Feb-2013 04:30 AM	01-Mar-2013 10:54 AM	
						ETD : 01-Mar-2013 02:00 AM	ATD : 26-Feb-2013 11:10 PM		
2	ADRK	B1904	BRUNO SCHULTE	018E	NPORT	ETA : 28-Feb-2013 01:00 AM	ATA : 28-Feb-2013 04:30 AM	01-Mar-2013 10:54 AM	
						ETD : 01-Mar-2013 09:00 AM	ATD : 26-Feb-2013 11:10 PM		
3						ETA : -	ATA : -	01-Mar-2013 10:54 AM	
						ETD : -	ATD : -		

1. Select newly added Vessel.
2. Modify the mandatory (*) fields.
3. Click on the button, Vessel will be updated.

Vessel List									
No.	SCN	Vessel Id	Vessel Name	Voyage No.	POP	Date & Time		Last Updated	Updated By
1	ADFS	C1927	CTP GOLDEN	139E	WPORT	ETA : 28-Feb-2013 12:00 PM	ATA : 28-Feb-2013 04:30 AM	01-Mar-2013 10:54 AM	
						ETD : 01-Mar-2013 02:00 AM	ATD : 26-Feb-2013 11:10 PM		
2	ADRK	B1904	BRUNO SCHULTE	018E	NPORT	ETA : 28-Feb-2013 01:00 AM	ATA : 28-Feb-2013 04:30 AM	01-Mar-2013 10:54 AM	
						ETD : 01-Mar-2013 09:00 AM	ATD : 26-Feb-2013 11:10 PM		
3						ETA : -	ATA : -	01-Mar-2013 10:54 AM	
						ETD : -	ATD : -		

1. Select the modified Vessel.
2. Click on the button Vessel will be deleted.

3.1.25. Zb4 Permit

You can add, update and delete the ZB4 Permit information.

To add, update and delete the ZB4 Permit information please follow the steps below:

ZB4 Permit Information			
Permit No.	VA TE010101 *		
Letter Reference No.	Ref001 *		
Applicant Name	Trans Costal *		
Available Activity Code	BB DS GE	Add	Selected Activity Code AS CP Remove
Permit Issued Date	31-05-2013 *		
Permit Expiry Date			
Add Reset			

1. Key in all mandatory (*) fields.
2. Click on the **Add** button.
3. ZB4 Permit information will be added to the listing.

ZB4 Permit List								
No.	Permit No.	Letter Reference No.	Applicant Name	Activity Code	Permit Issued Date	Permit Expiry Date	Last Updated	Updated By
1	VA00000002	Ref020303	Testing	BB	31-May-2013	-	21-May-2013 04:13 PM	Administrator
2	VA00000001	ABC12345	Testing	BB, DS	01-Mar-2013	28-May-2013	03-May-2013 05:33 PM	Administrator

1. Select newly added ZB4 Permit.
2. Modify the mandatory (*) fields.
3. Click on the **Update** button, ZB4 Permit will be updated.

ZB4 Permit List								
No.	Permit No.	Letter Reference No.	Applicant Name	Activity Code	Permit Issued Date	Permit Expiry Date	Last Updated	Updated By
1	VA00000002	Ref020303	Testing	BB	31-May-2013	-	21-May-2013 04:13 PM	Administrator
2	VA00000001	ABC12345	Testing	BB, DS	01-Mar-2013	28-May-2013	03-May-2013 05:33 PM	Administrator

1. Select the modified ZB4 Permit.
2. Click on the **Delete** button ZB4 Permit will be deleted.

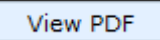
3.2. Reports

You can view all the transactions report under Reports menu.

To view, please follow the steps below:

1. Click on the Reports menu.
2. List of reports will be displayed with search elements.

The screenshot shows the 'REPORTING' section of the application. It includes a navigation bar with 'Main', 'Search', 'Dangerous Cargo', 'Reports', and 'Maintenance'. The 'REPORTING' section has a 'Type' field with radio buttons for 'Dangerous Cargo (DC)', 'Free Zone (FZ)', and 'Agent'. The 'Report Type' is a dropdown menu showing 'DC Transaction Status'. There are 'Declaration Date From' and 'Declaration Date To' date pickers. The 'Message Type' is a dropdown menu showing '-All-'. At the bottom, there are 'View PDF' and 'Reset' buttons. Red arrows and boxes highlight the following elements: 'Selected by default' points to the 'Dangerous Cargo (DC)' radio button; 'Select from the list' points to the 'Report Type' dropdown; 'Key in/ Select the date' points to the 'Declaration Date To' date picker; 'Select from the list' points to the 'Message Type' dropdown; and 'Click here' points to the 'View PDF' button.

1. Selected the Dangerous Cargo Report.
2. Select the Report Type from the dropdown list.
3. Key in / select the date from the date picker.
4. Select the Message Type from the dropdown list.
5. Click on the  button to view the selected report.

The screenshot shows the 'DC TRANSACTION STATUS' report output. It includes the Port Klang Malaysia logo and the report title. The date range is 'Date From : 01 May 2013 To : 15 May 2013' and the message type is 'Message Type : Received'. The report is a table with 7 columns: 'Received Messages', 'Import', 'Export', 'Transshipment', 'Transit', 'Additional Handling', and 'Total'. The table contains 4 rows of data: 'Registered', 'Auto Reject', 'Cancellation', and 'Total'. All values are 0. A red arrow points from the 'Report Output' label to the table.

Received Messages	Import	Export	Transshipment	Transit	Additional Handling	Total
Registered	0	0	0	0	0	0
Auto Reject	0	0	0	0	0	0
Cancellation	0	0	0	0	0	0
Total	0	0	0	0	0	0

REPORTING

Type : ☐ Dangerous Cargo (DC) ☒ Free Zone (FZ) ☐ Agent

Report Type : No. of Late Responses

Year : -Please Select-

Month : -Please Select-

Declaration Type : - All -

[Click here](#) [View PDF](#) [Reset](#)

Select from the list

1. Selected the Free Zone Report.
2. Select the Report Type from the dropdown list.
3. Key in / select the date from the date picker.
4. Select the Message Type from the dropdown list.
5. Click on the [View PDF](#) button to view the selected report.

PORT KLANG
malaysia

SUMMARY REPORT ON FZ DECLARATION RESPONSES TIMEFRAME
Year : 2013 Month: May

Report Output

Timeframe : Within 60 Minutes


Status	ZB1	%	ZB2	%	ZB3	%	ZB4	%
Approved	0	0.00	0	0.00	0	0.00	0	0.00
System Reject	39	30.00	41	31.54	28	21.54	15	11.54
Hold	0	0.00	0	0.00	0	0.00	0	0.00
Hold Approved	0	0.00	0	0.00	0	0.00	0	0.00
Manual Reject	0	0.00	0	0.00	0	0.00	0	0.00
Received after 1800 hours and responded the next day before 0900 hours	0	0.00	0	0.00	0	0.00	0	0.00
Received after 1800 hours and responded the next day after 0900 hours	0	0.00	0	0.00	0	0.00	0	0.00
Total	39	30.00	41	31.54	28	21.54	15	11.54

Summary Of Electronic Declaration Received Between 0800 Hours To 1800 Hours And Processed Within Sixty Minutes From Time Received

Status	Total Transaction	Percentage (%)
Approved	0	0.00
System Reject	123	94.62
Hold	0	0.00
Hold Approved	0	0.00
Manual Reject	0	0.00
Received after 1800 hours and responded the next day before 0900 hours	0	0.00
Received after 1800 hours and responded the next day after 0900 hours	0	0.00
Total	0	94.62

REPORTING	
Type :	<input type="radio"/> Dangerous Cargo (DC) <input type="radio"/> Free Zone (FZ) <input checked="" type="radio"/> Agent
Report Type :	List of Agents Registered by State ▼ Select from dropdown list
Declaration Date From :	<input type="text"/> Declaration Date To : <input type="text"/>
State :	<input type="text" value="- All -"/>
Click here	View PDF <input type="button" value="Reset"/>

1. Selected the Agent Report.
2. Select the Report Type from the dropdown list.
3. Key in / select the date from the date picker.
4. Select the Message Type from the dropdown list.
5. Click on the View PDF button to view the selected report.

		LIST OF AGENTS REGISTERED BY STATE Date From : 17 May 2013 To : 30 May 2013 State : ALL			
No.	State	Reg. Code	Declarant/Agent	Registered Date & Time	Status
1	PULAU PINANG	BF0012	SARAS LOGISTICS	21 May 2013 1:19 pm	Application Approved
2	KUALA LUMPUR		SARAH SHIPPING COMPANY	21 May 2013 11:03 am	Awaiting Email Verification

Section 4. Agent Registration Approval

4.1. Verify Agent Registration

No.	Registration Code	Company Name	ROB/ROC No.	Registered Date
1		SARAH SHIPPING COMPANY	ROB12345	21-May-2013 11:03 AM

1. Selected folder.
2. List of Awaiting Verification applications will be displayed.
3. Click on the listing.
4. The details page will be displayed.

Company Details	
Company Name	SARAH SHIPPING COMPANY
Registration Date	21-May-2013
Customs Agent Code	BZ1234
ROB/ROC No.	ROB12345
Organisation Type	REGISTRAR OF BUSINESS
Registration Type	BZ - FREIGHT FORWARDERS AND OTHERS
Paid Up Capital	4500000.00

1. Click on the Verification and Approval Tab.
2. The page to verify the application will be displayed.
3. Key in the remarks and click on the button

Registration Code: [] Registration Date: 21-May-2013 Expiry Date: []

Company Name : SARAH SHIPPING COMPANY ROB/ROC No : ROB12345

Remarks: []

Save Remark Verify Reject

Back to List Print

1. Application will be verified and moved to folder

4.2. Approve Agent Registration

Agent Registration

Draft [29] Awaiting Email Verification [13] New (Awaiting Verification) [0] **Verified (Awaiting Approval) [6]** Update (Awaiting Approval) [6]

Approved [46] Rejected [2] Terminated [8] Blacklisted [1] Suspended [1]

Search

Verified Company Registration

No.	Registration Code	Company Name	ROB/ROC No.	Submitted Date	Verified Date	Verified By
1		SARAH SHIPPING COMPANY	ROB12345	21-May-2013 11:03 AM	21-May-2013 04:44 PM	Administrator
2	BS0292	TRANS-COASTAL SDN BHD	259149-M	23-Apr-2013 03:15 PM	24-Apr-2013 09:58 AM	Administrator
3		NIZAM SDN BHD	1234567890A	26-Apr-2013 05:22 PM	26-Apr-2013 05:29 PM	Administrator
4		CN34567-1-1234567-2-1234567-3-1234567-4-1234567-5-1234567-6-1234567-7-12345	L234567-1-12	13-Mar-2013 02:46 PM	18-Apr-2013 03:26 PM	Administrator
5		SDAFDASFD	FDFDF	28-Mar-2013 03:01 PM	28-Mar-2013 03:05 PM	Administrator
6		TEST COMPANY	XXX12345	15-Mar-2013 02:42 PM	18-Apr-2013 03:25 PM	Administrator

1. Selected **Verified (Awaiting Approval) [6]** folder.
2. List of Verified applications will be displayed.
3. Click on the listing.
4. The details page will be displayed.

Company Details | **Business Address** | **Director Details** | **Shareholder Details** | **Supporting Documents** | **Verification & Approval** | **Log**

Company Details	
Company Name	SARAH SHIPPING COMPANY
Registration Date	21-May-2013
Customs Agent Code	BZ1234
ROB/ROC No.	ROB12345
Organisation Type	REGISTRAR OF BUSINESS
Registration Type	BZ - FREIGHT FORWARDERS AND OTHERS
Paid Up Capital	4500000.00

1. Click on the Verification and Approval Tab.
2. The page to approve the application will be displayed.
3. Key in the remarks and click on the **Approve** button

Company Details | **Business Address** | **Director Details** | **Shareholder Details** | **Supporting Documents** | **Verification & Approval** | **Log**

Registration Code: Registration Date: 21-May-2013 Expiry Date:

Company Name: SARAH SHIPPING COMPANY ROB/ROC No: ROB12345

Remarks:

1. Application will be verified and moved to **Approved [47]** folder